

## Sex Offender Absconder Record Update Procedures

To ensure that sex offender registry information for sex offender absconders is updated and handled consistently, the Sex Offender Registry Unit, Criminal Justice Information Center has developed these guidelines:

SOR Process	Your Required Action		
	Update Record	Forward to SOR	Required LEIN Entry/ Documentation
Offender completes initial registration (DD-4 form).	YES	YES	Enter sex offender registration record into SOR LEIN. Mail or fax DD-4 form to the SOR Unit.
Offender is notified of his/her reporting responsibilities (DD-4A form).	NO	YES	Mail or fax DD-4A form to SOR Unit.
Offender verifies address during verification period.	YES	NO	Add verification flag to SOR LEIN record.
Offender pays one-time \$35 fee.	YES	NO	Add fee payment flag "Y" to SOR LEIN record.
Offender is indigent.	YES	NO	Add fee payment flag "I" to SOR LEIN record.
Offender reports an out of state address change.	YES	YES	Add address update to SOR LEIN record. Complete DD-4 form as required and forward to the SOR Unit.
Offender verifies address late and/or is arrested for failure to verify address.	YES	NO	Print SOR LEIN record first for evidence purposes. Add verification flag to SOR LEIN record.
Offender is in violation of failure to change address and is located in the state of Michigan.	YES	NO	Add address update to SOR LEIN record.
Offender is in violation of failure to change address and his/her whereabouts are unknown.	YES	NO	Add false address flag to SOR LEIN record.
Offender is in violation of failure to change address and is located in another state.	YES	YES	Add address update to SOR LEIN record. Fax documentation of offender's relocation to the SOR Unit.
Offender reports campus status information	YES	NO	Add campus information to SOR LEIN record.
Offender is deceased.	NO	YES	Forward police report or death certificate to SOR Unit for retention in offender file. SOR Unit will cancel SOR record.
Offender is deported.	YES	NO	Add address update to SOR LEIN record. (i.e., "123 Deported to Mexico", County Code=OS)
Offender is deployed.	YES	NO	Add address update to SOR LEIN record. (i.e., "123 Deployed to Iraq", County Code=OS)
Offender is incarcerated in the state of Michigan.	YES	NO	Add address update to SOR LEIN record. (i.e., "Eaton County Jail", "MDOC") Add incarceration flag to SOR LEIN record.
Offender is incarcerated in another state.	YES	YES	Add address update to SOR LEIN record. Fax documentation of offender's incarceration to the SOR Unit.

Contact your post, regional, or state sex offender coordinator for questions or additional information.